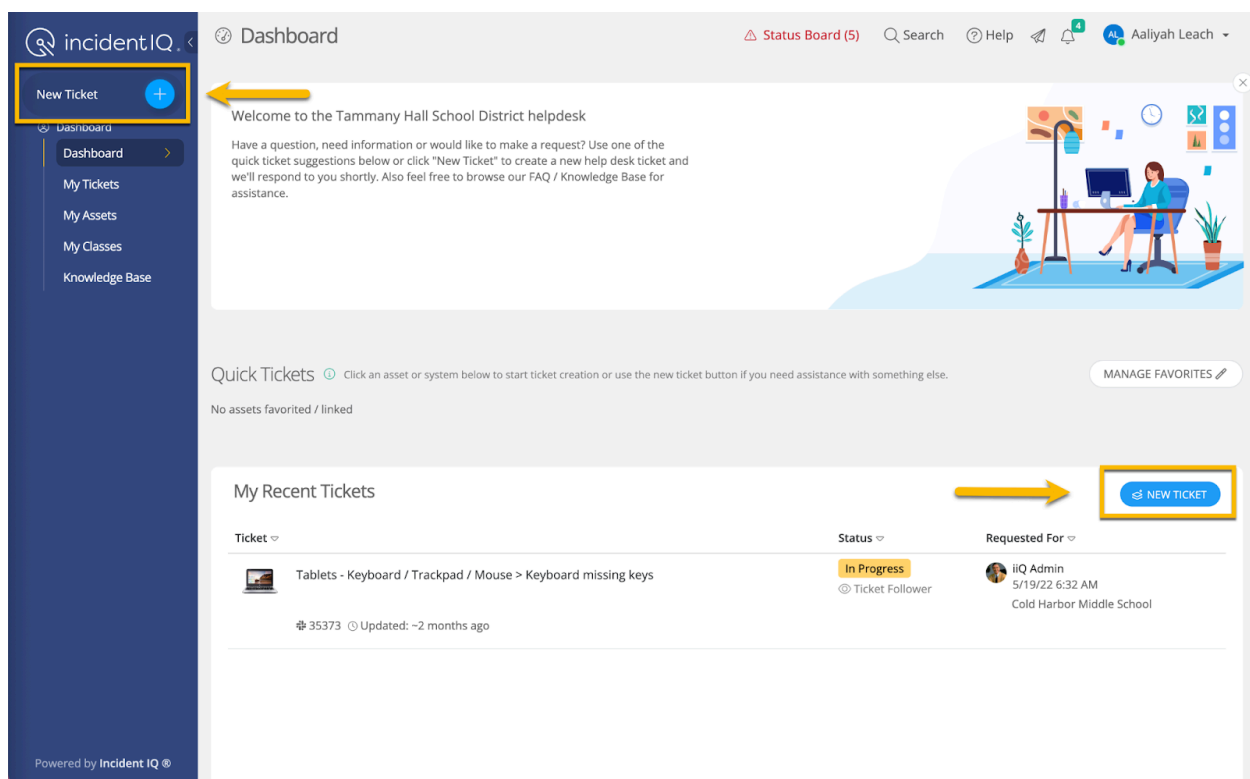


Submitting an Event Ticket

Submitting a ticket through Incident IQ's Ticket Wizard is designed to be as quick and easy as possible while at the same time providing technicians with the necessary information to address your problem promptly.

You can create a new ticket for any device from the Incident IQ dashboard by clicking the **New Ticket** button. For Requestors, this will always be located at the top of the left-side navigation or in the "My Recent Tickets" section of your dashboard.



You will now be asked what your ticket is about. This section can be broken down into categories such as:

- **Devices/Hardware:** Used when something is physically wrong with a piece of technology (i.e., broken screen, cracked case, water damage, etc.)
- **Software/Online Systems:** Used when a problem arises with an application (i.e., Microsoft Office, Google Drive, Emails, etc.)
- **Network/Wi-Fi:** Used when a network issue occurs (i.e., the network is slow, a computer will not connect to the local network, etc.)

- **Facilities:** Used for anything related to building maintenance, grounds keeping, and non-IT equipment (i.e., light bulbs, tools, cleaning equipment)
- **Event Reservations:** Used for district, and personal, events that are utilizing district facilities.

*Please note that your district could have more Ticket types than the example shown here.

The screenshot shows a web interface for creating a ticket. At the top, there's a header with user information: 'John Smith' (with a profile icon 'JS') and 'Appletree Middle # 108'. Below this are buttons for 'EDIT REQUESTOR' and 'EDIT LOCATION'. To the right, a 'Ticket progress' bar shows 'Current Step: Select ticket type'. The main area is titled 'What is this ticket about?' and contains seven selectable options, each with an icon and text: 'Devices / Hardware' (laptop icon), 'Software / Online Systems' (cloud icon), 'Network / Wi-Fi' (Wi-Fi symbol icon), 'Facilities' (building icon), 'Human Resources' (briefcase icon), 'Event Reservations' (calendar with checkmark icon), and 'Other Requests' (server rack icon). An orange arrow points to the 'Event Reservations' option. On the right side, there's a vertical 'Help & Tips' button. At the bottom right, there's a '< GO BACK' button.

Recurring Events Request Process

When adding dates to the Calendar step of the Event Reservations ticket, the dialog box for a given event date will include a Recurring toggle. Recurring increments available will be the same as are available for Admins and Agents during the creation of an event: Daily, Weekly, Monthly, and Yearly.

st events are n...

20m setup

Teacher meeting

8:30 AM - 9:30 AM

1h

20m breakdown

 **Event Date and Time** 

Change date and times on the calendar

 Event Title

Teacher meeting

 Location / Room

Bondurant High School - 101

 Date

March 28, 2024

 Start Time

08:30 AM

 End Time

09:30 AM

 Setup (mins)

20

 Breakdown (mins)

20

 **Recurring?** ☒

 Recurring Increment

Daily | 

 Stop Repeating After

03/29/2024

 REMOVE EVENT

ADD SERIES

Weekly Recurring events requested through an Event Reservation ticket will include choices for which days of the week the user would like to make recurring every week.

 **Event Date and Time** 

Change date and times on the calendar

 Event Title

Teacher meeting

 Location / Room

Bondurant High School - 101

 Date

March 28, 2024

 Start Time

08:30 AM

 End Time

09:30 AM

 Setup (mins)

20

 Breakdown (mins)

20

 **Recurring?** ☒

 Recurring Increment

Weekly | 

 Stop Repeating After

03/29/2024

 Which Week Days?

Su

Mo

Tu

We

Th

Fr

Sa

 REMOVE EVENT

ADD SERIES

Monthly Recurring events requested through an Event Reservation ticket will include choices for whether to base the recurrence on a specific date every month or based on the Nth [Day of the week] every month. The choices offered will be determined by the date of the event that is being made recurring.

 **Event Date and Time** ×

Change date and times on the calendar

 Event Title

Teacher meeting

 Location / Room

Bondurant High School - 101

 Date

March 28, 2024

 Start Time

08:30 AM

 End Time

09:30 AM

 Setup (mins)

20

 Breakdown (mins)

20

 Recurring? ☒

 Recurring Increment

Monthly | ▾

 Stop Repeating After

04/28/2024

 Which Day of the Month?

Monthly on the 28th day | ▾

 REMOVE EVENT

ADD SERIES

Yearly Recurring events requested through an Event Reservation ticket will be based on the date chosen for the event that is being made recurring. The recurring events will be placed on the same date each year.

Event Date and Time

Change date and times on the calendar

Event Title

Teacher meeting

Location / Room

Bondurant High School - 101

Date

March 28, 2024

Start Time

08:30 AM

End Time

09:30 AM

Setup (mins)

20

Breakdown (mins)

20

Recurring?

☒

Recurring Increment

Yearly

Stop Repeating After

03/28/2025

REMOVE EVENT

ADD SERIES

Custom Series Request Process

After selecting the **Event Reservations** ticket type, the user will see the **Event Details** page and will be prompted to fill out the following fields: Event Title, Event Type, Number of Attendees, Setup/Breakdown times, and Start/End dates.

If the day/time is not important for the user and they prefer to first see all available rooms in their location on the Calendar, they can leave the day/time fields blank.

Create Ticket

Search Help Events A'darrion Campbell

Friday Middle
SITE LOCATION

Event Reservations
SELECT TICKET TYPE

Event Reservation Request > Event Registration Request
SELECT ISSUE

Ticket progress
Current Step: Select ticket type

Enter your Event Details

Please fill in basic details about your event.

Event Title

Teacher Meeting

Event Type

Teacher Meetings

Clear

Estimated Number of Attendees

20

Setup Time (in minutes)

15

Breakdown Time (in minutes)

20

Optional: Choose the Date & Time

If you prefer to find a room first leave these fields blank.

Start Date / Time

2023-06-22 01:00 PM

End Date / Time

2023-06-22 02:00 PM

CLEAR DATES & TIMES

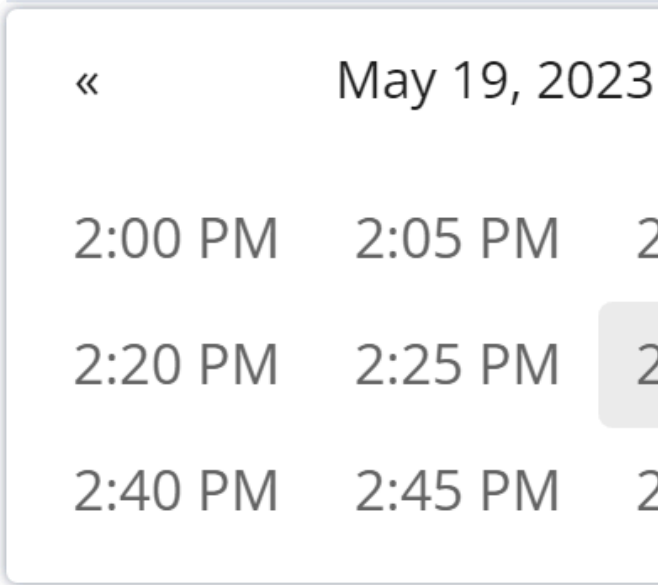
Your event will be from June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown with capacity for 20 attendees.

GO BACK

CONTINUE

Field Name	Required/ Optional	Description
Event Title	Required	Freeform and should be descriptive. It is a primary identifier and should contain words that can be searched. This is the first column in the Events Listing page, and appears on the Calendar view.
Event Type	Required	Select the event type from the drop down menu. Event Type is a way to group and categorize events

		to allow for easier search and filtering in the system.
Number of Attendees	Optional	The approximate number of people expected to attend this event.
Setup Time (in minutes)	Optional	This is the number of extra minutes it will take to set up the event, <i>i.e. move tables, chairs.</i> Setup time is included in the blocked time frame. The system will trigger an error message if a new event setup time overlaps an existing.
Breakdown Time (in minutes)	Optional	This is the number of extra minutes it will take to break down the event, <i>i.e. clean up, move tables back.</i> Breakdown time is included in the blocked time frame. The system will trigger an error message if a new event breakdown time overlaps an existing.
Start Date / Time	Optional	If the day/time is very important for the user and they prefer to first see all available rooms for a specific day/time/attendees/location, then they can select the day/time. If the day/time is not important for the user and they prefer to first see all available rooms with the specific attendee amount and location, then they can leave the day/time fields blank. When filling out the Start Date/Time three modals are progressively displayed to the user to help with selection: 1.) Date, 2.) Start Hour 3.) Start Minute. The start time must be before the end time.

		 The Clear Dates & Times button can be used to clear selected dates and start selecting again.
End Date / Time	Optional	This is the end date and time for the event. The end time must be after the start time and cannot exceed the end of the start day. By default the end date and time will be one hour after the selected start time, but this can be modified by the requestor if needed. The selected start-end time frame will be blocked in the calendar and will not be available to select for another event.

After clicking **Continue**, only the rooms that meet the previously entered criteria for day, time, and setup/breakdown are shown on the **Select a Room** page. At this point, the user can select a room out of the list of available rooms filtered to the user's location that satisfies all the criteria previously entered.

Each room card displays attributes that can help in making a booking decision: room type, square footage, maximum occupancy, seating capacity, and description. If any of these fields are null, they will not show on the card view. The event location also defaults to the Requestor's location but can be changed in the drop-down list if needed.

Create Ticket

Search Help Events A'darrion Campbell

A'darrion Campbell → Faraday Middle → Event Reservations → Event Reservation Request > Event Registration Ticket progress
EDIT LOCATION SELECT TICKET TYPE SELECT ISSUE Current Step: Select ticket type

Select a room for your event

Showing rooms available for June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown.

Type in a room name or number... Faraday Middle Room Type More

101 Faraday Middle Other Computer Lab	102 Faraday Middle Classroom 150 sq ft 50 ppl 40 seats	103 Faraday Middle Classroom 130 sq ft 40 ppl 35 seats
103 - Chelsea O'Connell-Barlow Faraday Middle Other	105 Faraday Middle Classroom 80 sq ft 30 ppl 25 seats	107 Faraday Middle Other
107 - David Taube Faraday Middle Other	108 Faraday Middle Other	108B Faraday Middle Other
108B - Bryan Shelton Faraday Middle Other	108B Computer Cart Faraday Middle Other	109 Faraday Middle Other
109 - Maria Grossenbacher Faraday Middle Other	109B Faraday Middle Other	110 Faraday Middle Other
1103 Faraday Middle Other	1104 Faraday Middle Other	1105 Faraday Middle Other
1105 - 7thGrade - iPadCart Faraday Middle Other	1109 Faraday Middle Other	

Previous 1 Next

Viewing 1 - 20 of 20 Records

Currently Selected 1 FMS > 105 Classroom

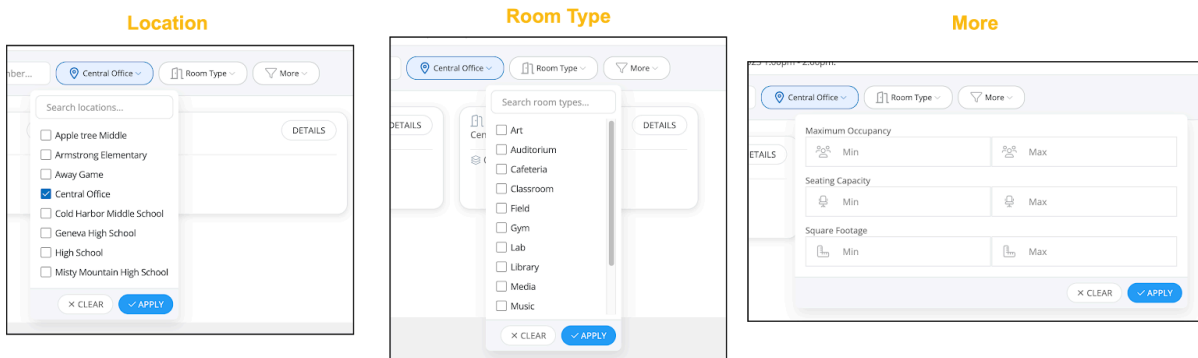
CLEAR ALL

< GO BACK

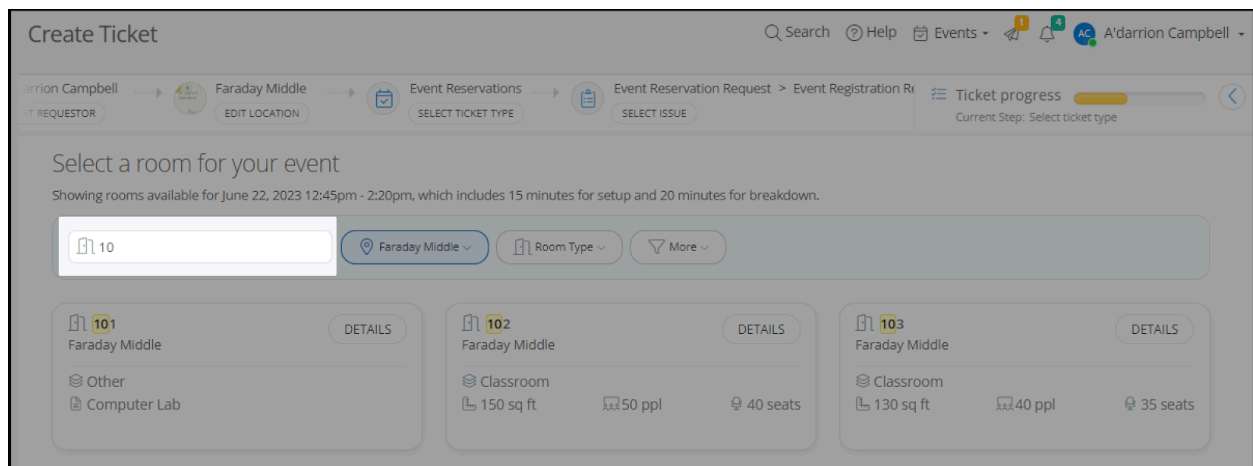
CONTINUE >

Requestors can filter the Rooms list by:

- **Location**
- **Room Type**
- **More**
 - **Max Occupancy**
 - **Seating Capacity**
 - **Square Footage.**



Keyword search is also available to find a specific Room.



Clicking on the room card selects the room. The card for the selected room(s) will be outlined in blue and will also be visible in the Currently Selected section at the bottom of the page. A

selected room can be removed by clicking on the room card again or by clicking the “x” by the room in the Currently Selected section.

The Requestor can select a single room or several rooms for multi-room reservations.

After selecting a room, clicking its card again will de-select it. It's also possible to de-select a room by clicking on the 'X' in the room tile located in the **Currently Selected** section at the bottom of the page. If the user jumps ahead through pages looking for an additional room and the originally picked room card isn't visible, it's convenient to just de-select it in the Currently Selected section.

Create Ticket

Search Help Events A'darrion Campbell

A'darrion Campbell

Faraday Middle

Event Reservations

Event Reservation Request > Event Registration

Ticket progress

Current Step: Select ticket type

Select a room for your event

Showing rooms available for June 22, 2023 12:45pm - 2:20pm, which includes 15 minutes for setup and 20 minutes for breakdown.

Type in a room name or number...

Faraday Middle

Room Type

More

101

Faraday Middle

DETAILS

Other

Computer Lab

102

Faraday Middle

DETAILS

Classroom

150 sq ft

50 ppl

40 seats

103

Faraday Middle

DETAILS

Classroom

130 sq ft

40 ppl

35 seats

103 - Chelsea O'Connell-Barlow

Faraday Middle

DETAILS

Other

105

Faraday Middle

DETAILS

Classroom

80 sq ft

30 ppl

25 seats

107

Faraday Middle

DETAILS

Other

107 - David Taube

Faraday Middle

DETAILS

Other

108

Faraday Middle

DETAILS

Other

108B

Faraday Middle

DETAILS

Other

108B - Bryan Shelton

Faraday Middle

DETAILS

Other

108B Computer Cart

Faraday Middle

DETAILS

Other

109

Faraday Middle

DETAILS

Other

109 - Maria Grossenbacher

Faraday Middle

DETAILS

Other

109B

Faraday Middle

DETAILS

Other

110

Faraday Middle

DETAILS

Other

1103

Faraday Middle

DETAILS

Other

1104

Faraday Middle

DETAILS

Other

1105

Faraday Middle

DETAILS

Other

1105 - 7thGrade - iPadCart

Faraday Middle

DETAILS

Other

1109

Faraday Middle

DETAILS

Other

Previous 1 Next

Viewing 1 - 20 of 20 Records

Currently Selected 2

FMS > 105

Classroom

X

FMS > 107

Other

X

CLEAR ALL

< GO BACK

CONTINUE >

Clicking **Continue** will open the Room Calendar and show the Event block automatically added in the selected date/time slot.

Users can add more events in a custom/multi-series on the Calendar page by clicking an open time slot. The first added event will appear with the dialog box showing the details of the event. The Start time, End time, Setup time, and Breakdown time fields are editable in case the Requestor needs to adjust those times or make a correction. The **Remove** button allows the user to remove this event from the Calendar. Clicking X in the top right corner will close the dialog box.

Create Ticket

Search Help Ticketing A'darrion Campbell

A'darrion Campbell Faraday Middle Event Reservations Event Reservation Request > Event Registration Request

Ticket progress
Current Step: Select ticket type

Today < Feb 25 – Mar 2, 2024 > MONTH WEEK DAY

6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm

Past events are n... Past events are n... Past events are n... Past events are n...

15m setup
Teacher Meeting
1:20 PM - 2:20 PM
1h
20m breakdown

Event Date and Time
Change date and times on the calendar

Event Title
Teacher Meeting

Location / Room
Faraday Middle - 105
Faraday Middle - 107

Date
February 28, 2024

Start Time
1:20 PM

End Time
2:20 PM

Setup
15m

Breakdown
20m

Author
Adarrion Campbell

REMOVE

Event
Teacher Meeting

Event Type
Attendees

Teacher Meetings
20

Setup
15

Breakdown
20

Setup and breakdown minutes are added to each event when you select a timeslot.

Selected Rooms (2)

The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.

Faraday Middle - 105
Faraday Middle - 107

Events Dates & Times (1) CLEAR

We Feb 28, 2024 1:20p - 2:20p

Multiple Events Dates
You can now add more dates for your event! Simply click an open time slot to add more.

GO BACK CONTINUE

Event Date and Time ✕
Change date and times on the calendar

Event Title
Teacher Meeting

Author
Requestor 1

Location / Room
Faraday Middle - 105
Faraday Middle - 107

Date
March 13, 2024

Start Time
12:45 PM

End Time
01:45 PM

Breakdown (mins)
20

Time

- 12:00 PM
- 12:15 PM
- 12:30 PM
- 12:45 PM**
- 1:00 PM
- 1:15 PM
- 1:30 PM

REMOVE EVENT

Room setup
Teacher Meeting
12:45 PM - 1:45 PM
Room breakdown

When adding several events in a series, each event will automatically apply the same duration/setup/breakdown times entered from the first step in the wizard. The duration can still be changed for each event in a series individually by dragging the borders of the event block up or down. If needed, several events can be added on one day based on available white space on the Calendar.

The right side menu on the Calendar page will show the Event's summary panel, Selected Rooms list, and Events Dates & Times list. If more than four rooms are selected, the Selected Rooms list will become scrollable. The total number of rooms currently selected will show in parenthesis right after the title Selected Rooms.

As events are added to the Calendar, the event dates and times will be added to the Events Dates & Times list on the right.

Create Ticket

Search

Help

Events

A'darrion Campbell

A'darrion Campbell

EDIT REQUESTOR

Faraday Middle

EDIT LOCATION

Event Reservations

SELECT TICKET TYPE

Event Reservation Request

SELECT ISSUE

Event Registration Request

Ticket progress

Current Step: Select ticket type

Today

<

Feb 11 - 17, 2024

>

MONTH

WEEK

DAY

6am

Past events are...

7am

Past events are...

8am

Past events are...

9am

Past events are...

10am

Past events are...

11am

Past events are...

12pm

Past events are...

1pm

Past events are...

2pm

Past events are...

3pm

Past events are...

4pm

Past events are...

5pm

Past events are...

THU 15

15m setup

Teacher Meeting

9:00 AM - 10:00 AM

1h

20m breakdown

15m setup

Teacher Meeting

12:30 PM - 1:30 PM

1h

20m breakdown

15m setup

Teacher Meeting

3:00 PM - 4:00 PM

1h

20m breakdown

Event

Teacher Meeting

Event Type

Attendees

Teacher Meetings

20

Setup

Breakdown

15

20

Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (2)

The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.

Faraday Middle - 105

Faraday Middle - 107

Events Dates & Times (3)

CLEAR

Th Feb 15, 2024 12:30p - 1:30p

Fr Feb 16, 2024 9a - 10a

Fr Feb 16, 2024 3p - 4p

< GO BACK

CONTINUE >

Clicking on the particular date and time on the right will highlight that event box on the Calendar. If the user selects a date/time from the right in a different day/week/month, they will be brought to that event on the Calendar.

Create Ticket

Search Help Events A'darrison Campbell

A'darrison Campbell EDIT REQUESTOR Faraday Middle EDIT LOCATION Event Reservations SELECT TICKET TYPE Event Reservation Request > Event Registration Request Ticket progress Current Step: Select ticket type

Today < Feb 11 - 17, 2024 > MONTH WEEK DAY

6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm

SUN 11 MON 12 TUE 13 WED 14 THU 15 FRI 16 SAT 17

Past events are... Past events are... Past events are... Past events are... Past events are...

15m setup
Teacher Meeting
9:00 AM - 10:00 AM
1h
20m breakdown

15m setup
Teacher Meeting
12:30 PM - 1:30 PM
1h
20m breakdown

15m setup
Teacher Meeting
3:00 PM - 4:00 PM
1h
20m breakdown

Event
Teacher Meeting
Event Type Attendees
Teacher Meetings 20
Setup Breakdown
15 20
Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (2)
The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.
Faraday Middle - 105
Faraday Middle - 107

Events Dates & Times (3) CLEAR
Th Feb 15, 2024 12:30p - 1:30p
Fr Feb 16, 2024 9a - 10a
Fr Feb 16, 2024 3p - 4p

< GO BACK CONTINUE >

The total number of event dates currently selected will show in parenthesis right after the title Event Dates & Times.

Events Dates & Times (3) CLEAR

Th Feb 15, 2024 12:30p - 1:30p

Fr Feb 16, 2024 9a - 10a

Fr Feb 16, 2024 3p - 4p

On the Events Dates & Times list the **Clear** button will remove **all** the picked events on the Calendar, while the **Trash Can** button will remove that particular event.

The screenshot shows a user interface for managing event dates and times. At the top, the title 'Events Dates & Times (3)' is displayed next to a 'CLEAR' button. Below the title, there are three event slots, each with a calendar icon, a date and time range, and a trash icon. The first slot is 'Th Feb 15, 2024 12:30p - 1:30p'. The second slot is 'Fr Feb 16, 2024 9a - 10a'. The third slot is 'Fr Feb 16, 2024 3p - 4p'. The second slot is highlighted with a blue background.

Event Date & Time	Action
Th Feb 15, 2024 12:30p - 1:30p	Trash
Fr Feb 16, 2024 9a - 10a	Trash
Fr Feb 16, 2024 3p - 4p	Trash

When more than 15 dates are listed, the list will become scrollable.

If the requestor clicks on a time that does not allow the event to have the full duration (default 1 hour) the event will be created with a shorter duration (or not at all if setup/breakdown can't fit).

When the final day(s)/time(s) are selected, clicking **Continue** will bring the user to the Event Details Summary page.

Create Ticket

AC

A'darrion Campbell

EDIT REQUESTOR

FM

Faraday Middle

EDIT LOCATION

ER

Event Reservations

SELECT TICKET TYPE

ER

Event Reservation Request

SELECT ISSUE

Search

Help

Events

AC

A'darrion Campbell

Ticket progress

Current Step: Select ticket type

Today

<

Feb 11 – 17, 2024

>

MONTH

WEEK

DAY

SUN

11

Past events are...

MON

12

Past events are...

TUE

13

Past events are...

WED

14

Past events are...

THU

15

Past events are...

FRI

16

SAT

17

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

15m setup

Teacher Meeting

9:00 AM - 10:00 AM

1h

20m breakdown

15m setup

Teacher Meeting

12:30 PM - 1:30 PM

1h

20m breakdown

15m setup

Teacher Meeting

3:00 PM - 4:00 PM

1h

20m breakdown

Event

Teacher Meeting

Event Type Attendees

Teacher Meetings 20

Setup Breakdown

15 20

Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (2)

The calendar is currently filtered to events only for the following rooms. To change rooms please go back to the previous step.

Faraday Middle - 105

Faraday Middle - 107

Events Dates & Times (3)

CLEAR

Th Feb 15, 2024 12:30p - 1:30p

Fr Feb 16, 2024 9a - 10a

Fr Feb 16, 2024 3p - 4p

< GO BACK

CONTINUE >

On the Event Details Summary page, the selected room(s), dates and times, as well as previously filled-out fields, will be populated but disabled. The Requestor cannot edit the disabled fields on the current page but can click **Go Back** if needed to go back and make a change.

On this page, the Requester will need to fill out the Description, Attachments, and additional custom fields if necessary.

Create Ticket

iiQ Admin

EDIT REQUESTOR

Bondurant High School

EDIT LOCATION

Event Reservations

SELECT TICKET TYPE

Event Reservation Request

SELECT ISSUE

Event Registration Request

Search

Help

Ticketing

1578

iiQ Admin

Ticket progress

Current Step: Select ticket type

Event Details Summary

Event Title

Teacher Meeting

Event Type

Parent/Teacher Conference

Estimated Number of Attendees

25

Selected room for this event. To select different rooms, go back to the previous screen:

BHS > 101

Dates & Times

Thu	Apr 18 2024	Start: 09:00 AM	End: 10:00 AM	Setup: 20m	Breakdown: 20m	
Fri	Apr 19 2024	Start: 11:45 AM	End: 01:00 PM	Setup: 35m	Breakdown: 1h 20m	
Sun	Apr 21 2024	Start: 10:15 AM	End: 11:30 AM	Setup: 10m	Breakdown: 25m	
Tue	Apr 23 2024	Start: 03:15 PM	End: 04:45 PM	Setup: 40m	Breakdown: 20m	

Description

Attachments

Drag and drop files here, or browse

Supports 30MB JPG, PNG, DOCX, PDF

No files have been attached

Additional Details

Enable guest WiFi?

Enable guest WiFi?

Microphone needed?

Number of chairs?

50

Number of tables?

5

Download Facilities Usage Agreement

Agree to Facility Usage Agreement

Do you need Audio / Video support from IT?

GO BACK

SUBMIT

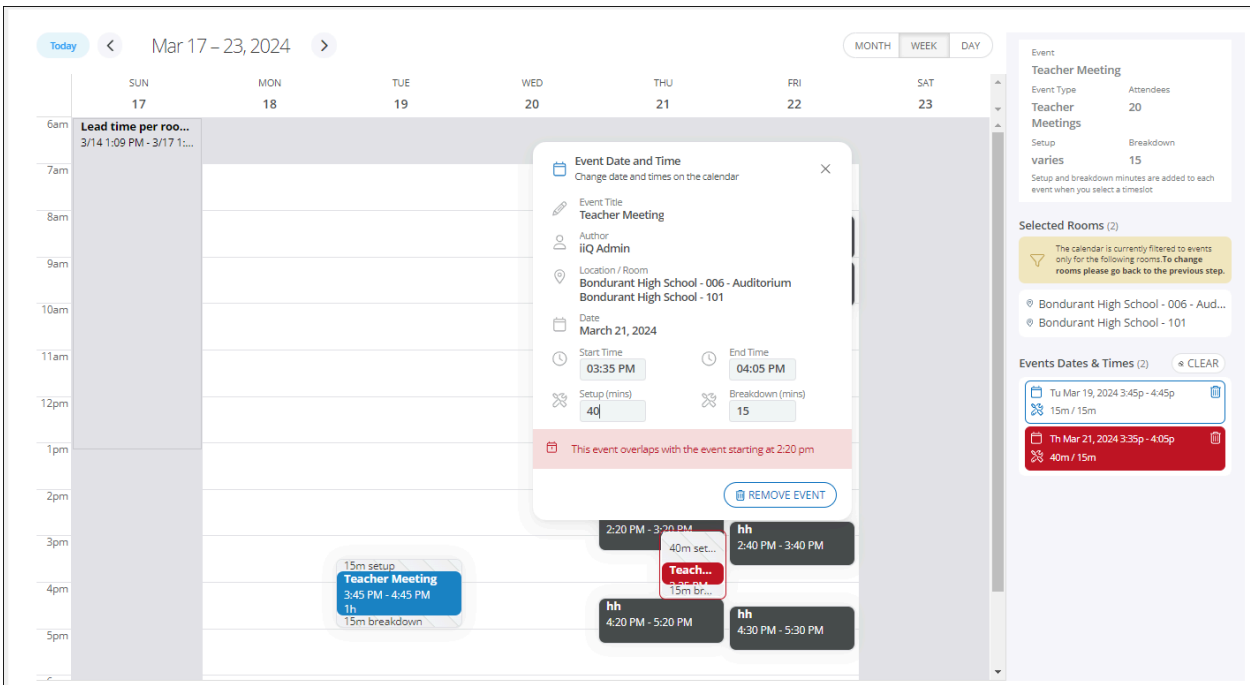
When on the **Calendar** page, if after plotting some events on some dates the user decides to go back to the Selecting Rooms step (Go Back button), they will **lose** those plotted events and will have to re-select them. When the user is on the **Event Details Summary** page, and goes back to the Calendar page, the plotting events will still be saved and will show on the Calendar.

Once the requestor clicks **Submit**, the Event Ticket is created.

Possible Error Messages on the Calendar Page

When an event requestor is adding dates to the calendar step of the Event Reservations ticket, if the user has edited start time, end time, setup, and/or breakdown time that results in a **conflict** with the room availability or existing events, the dialog box for the conflicting event will provide an error message explaining what the issue is. The event in conflict will turn Red to help the user see where action is needed to resolve the conflict.

Some examples of conflict messages:



Today < Mar 10 – 16, 2024 >

MONTH WEEK DAY

SUN 10

MON 11

TUE 12

WED 13

THU 14

FRI 15

SAT 16

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

Teacher Meeting
7:45 AM - 11:15 AM

15m setup
Teacher Meeting
6:15 PM - 7:15 PM
1h
15m breakdown

Event Date and Time

Change date and times on the calendar

Event Title
Teacher Meeting

Author
iIQ Admin

Location / Room
Autumn Elementary School - 101 - Science Classroom

Date
March 15, 2024

Start Time
06:15 PM

End Time
07:15 PM

Setup (mins)
15

Breakdown (mins)
15

Event must be within availability hours

REMOVE EVENT

Event

Teacher Meeting

Event Type
Teacher Meetings

Attendees
20

Setup
15

Breakdown
15

Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (1)

The calendar is currently filtered to events only for the following room. To change rooms please go back to the previous step.

Autumn Elementary School - 101 - ...

Events Dates & Times (1) CLEAR

Fr Mar 15, 2024 6:15p - 7:15p
15m / 15m

Multiple Event Dates

You can now add more dates for your event! Simply click an open time slot to add more.

< GO BACK

CONTINUE >

MONTHWEEKDAY

THU14FRI15SAT16

Teacher Meeting

7:45 AM - 11:15 AM

Event

Teacher Meeting

Event TypeAttendees

Teacher Meetings20

SetupBreakdown

999

breakdown minutes are added to each
you select a timeslot

oms (1)

endar is currently filtered to events
the following room. To change
please go back to the previous step.

Elementary School - 101 - ...

s & Times (1) CLEAR

15, 2024 2:30p - 3:30p

99m

16h39m breakdown

Multiple Event Dates

You can now add more dates for your
event! Simply click an open time slot to
add more.

Event Date and Time

Change date and times on the calendar

Event Title

Teacher Meeting

Author

iiQ Admin

Location / Room

Autumn Elementary School - 101 - Science Classroom

Date

March 15, 2024

Start Time

02:30 PM

End Time

03:30 PM

Setup (mins)

15

Breakdown (mins)

999

Events cannot span multiple days

Event must be within availability hours

REMOVE EVENT

THU
14

FRI
15

SAT
16

Event Date and Time

Change date and times on the calendar

✕

Event Title

Teacher Meeting

Author

iiQ Admin

Location / Room

Autumn Elementary School - 101 - Science Classroom

Date

March 15, 2024

Start Time

04:15 PM

End Time

09:45 PM

Setup (mins)

15

Breakdown (mins)

20

Event must be within availability hours

Event must be within availability hours

REMOVE EVENT

15m setup

Teacher Meeting

4:15 PM - 9:45 PM

5h30m

Teacher Meeting

Event Type

Attendees

Teacher Meetings

20

Setup

Breakdown

15

20

Setup and breakdown minutes are added to each event when you select a timeslot

Selected Rooms (1)

The calendar is currently filtered to events only for the following room. To change rooms please go back to the previous step.

Autumn Elementary School - 101 - ...

Events Dates & Times (1)

CLEAR

Fr Mar 15, 2024 4:15p - 9:45p

15m / 20m

Multiple Event Dates

You can now add more dates for your event! Simply click an open time slot to add more.